



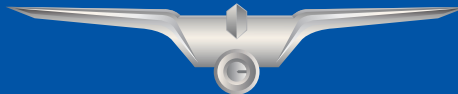
Checkmate[®]

Inventory Management System

Accounting

User Guide

Car-Part.com



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Introduction

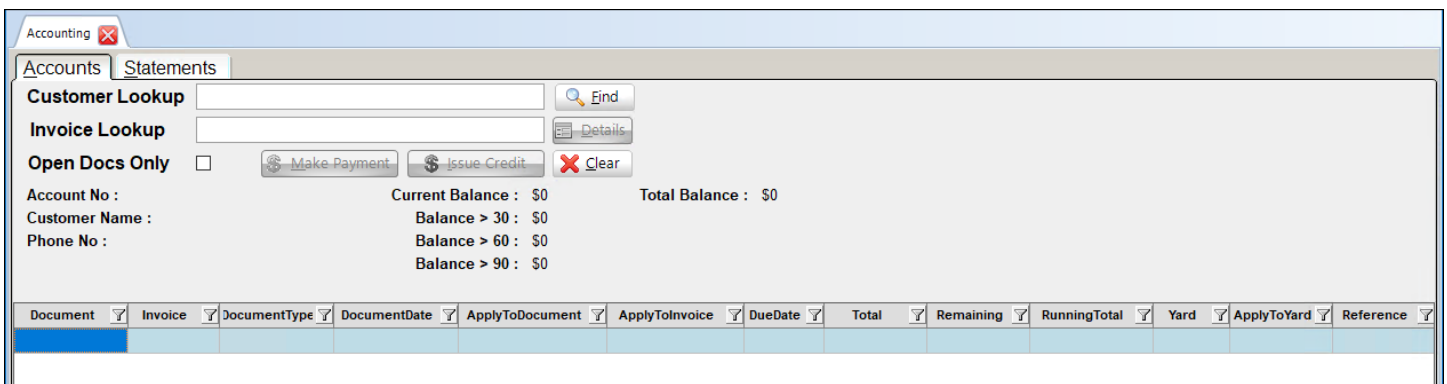
Checkmate's **Accounting** tool has two sub tabs:

- **Accounts** – Display customer account activity, edit customer accounts, apply back office payments, and issue credit. This interface allows you to quickly perform actions you would have previously accomplished using the **3,2**, **3,3**, and **3,4** functions in Checkmate Retro.
- **Statements** – Print paper statements and email PDF statements.

To open the **Accounting** tool, click the **Accounting (\$)** button in the top menu of Checkmate Workstation.



The **Accounting** tab opens.



Note: You can configure the **Accounting** tool to automatically open when you start Checkmate Workstation. Go to **Settings>Workstation** and select the **Tab Startup** tab to specify which tools you want to open automatically.

Accounts Tab

Use this tab to display customer account activity, edit customer accounts, apply back office payments, and issue credit.

Looking Up Customer Activity

There are two ways to look up customer activity on the **Accounts** tab:

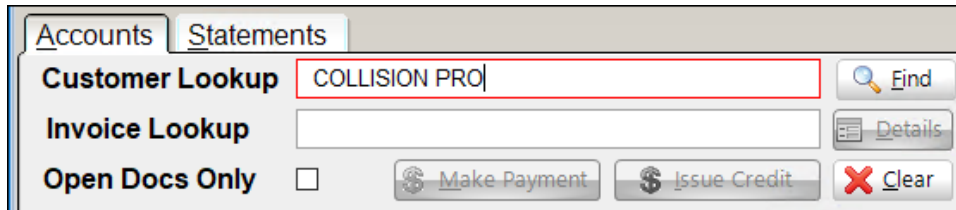
- **Customer Lookup** – search for a customer by name
- **Invoice Lookup** – search for a specific invoice

Customer Lookup

The **Customer Lookup** field allows you to search for customer accounts.

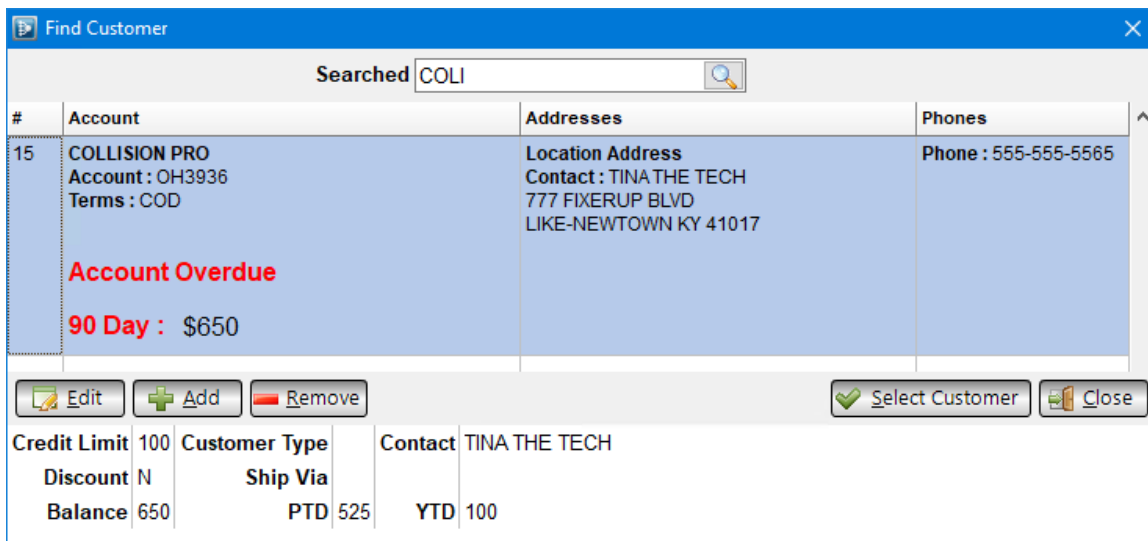
To search for a customer, follow these steps:

1. In the **Customer Lookup** field, enter the customer's name (or part of the name) then click **Find**.



The screenshot shows the 'Accounts' tab with the 'Customer Lookup' field containing 'COLLISION PRO'. The 'Find' button is highlighted. Other fields include 'Invoice Lookup', 'Open Docs Only' (unchecked), 'Make Payment', 'Issue Credit', and 'Clear'.

2. The **Find Customer** window opens with search results. Click to select the appropriate customer, then click **Select Customer** to view the customer's account activity.



The 'Find Customer' window shows search results for 'COLI'. The first result is for 'COLLISION PRO' with account number 'OH3936' and terms 'COD'. It indicates an 'Account Overdue' of '90 Day : \$650'. The contact is 'TINA THE TECH' at '777 FIXERUP BLVD, LIKE-NEWTOWN KY 41017'. The phone number is '555-555-5565'. The window includes buttons for 'Edit', 'Add', 'Remove', 'Select Customer', and 'Close'. Below the table, there are fields for 'Credit Limit', 'Discount', 'Balance', 'Customer Type', 'Ship Via', 'Contact', and 'YTD'.


#	Account	Addresses	Phones
15	COLLISION PRO Account : OH3936 Terms : COD Account Overdue 90 Day : \$650	Location Address Contact : TINA THE TECH 777 FIXERUP BLVD LIKE-NEWTOWN KY 41017	Phone : 555-555-5565

Buttons: Edit, Add, Remove, Select Customer, Close

Fields: Credit Limit 100, Discount N, Balance 650, Customer Type, Ship Via, Contact TINA THE TECH, YTD 100

You can also click the **Details** button to view the customer's account details (e.g., name, address, and phone number).

Customer Lookup	<input type="text" value="COLLISION PRO"/>	<input type="button" value="Find"/>
Invoice Lookup	<input type="text"/>	<input type="button" value="Details"/>
Open Docs Only	<input type="checkbox"/>	<input type="button" value="\$ Make Payment"/> <input type="button" value="\$ Issue Credit"/> <input type="button" value="X Clear"/>

 **Note:** When you're using Accounting functions and you select a shipping account that has been linked to a separate billing account, you will be prompted to select which account's history you would like to view/work with. You will only be able to make payments when viewing the billing account.

Invoice Lookup

The **Invoice Lookup** field allows you to search for a specific invoice.

To look up a specific invoice, follow these steps:

1. Enter an invoice number in the **Invoice Lookup** field. Click **Find**.

Customer Lookup
Invoice Lookup
Open Docs Only

Find Details Make Payment Issue Credit Clear

2. The **Find Customer** window opens, displaying the customer account associated with that invoice number. Click **Select Customer** to view the customer's account activity.

Find Customer

Searched COLI

#	Account	Addresses	Phones
15	COLLISION PRO Account : OH3936 Terms : COD Account Overdue 90 Day : \$650	Location Address Contact : TINA THE TECH 777 FIXERUP BLVD LIKE-NEWTOWN KY 41017	Phone : 555-555-5565

Edit Add Remove Select Customer Close

Credit Limit	100	Customer Type	Contact	TINA THE TECH
Discount	N	Ship Via		
Balance	650	PTD	525	YTD 100

Alternatively, you can click:

- **Edit** to open the **Customer Details** window. Here, you can edit a customer's shipping, accounting, and general business information (name, address, phone number, etc.). You can also add notes to the account. Once you are finished editing, click **Accept** to return to the **Find Customer** window.
- **Add** to add a new customer account.
- **Remove** to remove the selected customer. The customer must have a zero dollar balance.

3. After you click **Select Customer**, a brief summary of the customer's account now displays underneath the **Customer Lookup** and **Invoice Lookup** fields.

This summary includes the customer's account number, name, phone number, and any existing balance on the account.

- **Current Balance** – amount within the last 30 days that is due
- **Balance > 30** – amount that is more than 30 days overdue
- **Balance > 60** – amount that is more than 60 days overdue
- **Balance > 90** – amount that is more than 90 days overdue
- **Total Balance** – total amount of money owed by an account

The invoice you searched for is displayed beneath this information.

The screenshot shows the Accounting software interface. At the top, there are tabs for 'Accounts' and 'Statements'. Below these, there are input fields for 'Customer Lookup' (containing 'COLLISION PRO') and 'Invoice Lookup' (containing '137357'). There are buttons for 'Find', 'Details', 'Open Docs Only', 'Make Payment', 'Issue Credit', and 'Clear'. Below the input fields, there is a summary of account information: Account No: OH3936, Customer Name: COLLISION PRO, Phone No: 555-555-5565. To the right, there are balance figures: Current Balance: \$0.00, Total Balance: \$650.00, Balance > 30: \$0.00, Balance > 60: \$0.00, and Balance > 90: \$650.00. At the bottom, there is a table with columns: Document, Invoice, DocumentType, DocumentDate, ApplyToDocument, ApplyToInvoice, DueDate, Total, Remaining, RunningTotal, Yard, ApplyToYard, and Reference. The first row of the table is highlighted in blue and has a red border around it, containing the values: 36624, 137357, Invoice, 01/10/20, [blank], [blank], 02/15/20, 650.00, 650.00, 650.00, 999, 999.

Note: When you use the **Invoice Lookup** field, your results are filtered to show only the invoice you looked up. To view all of the invoices associated with the customer's account, click on the filter icon in the **Invoice** column and uncheck the checkbox for that invoice.

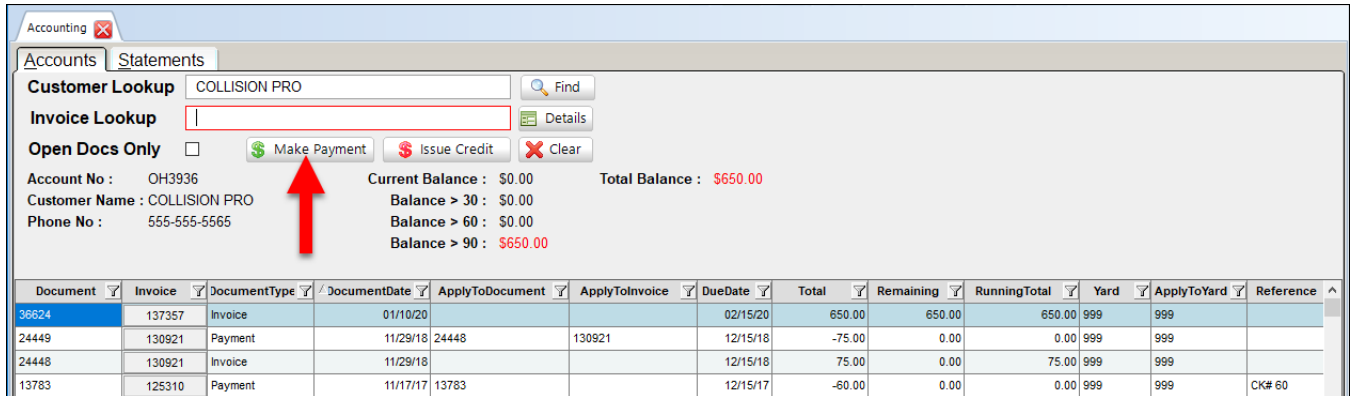
This is a close-up screenshot of the table from the previous image. It shows the 'Document', 'Invoice', 'DocumentType', 'DocumentDate', and 'ApplyToDocument' columns. The first row is highlighted in blue and contains the values: 36624, 137357, Invoice, 01/10/20, [blank]. A mouse cursor is pointing at the filter icon (a small triangle) in the 'Invoice' column, which is currently checked. A tooltip is visible over the filter icon, showing the invoice number '137357' and the word 'Invoice'.

Make Payment

The **Make Payment** button allows you to apply back office payments to a customer account. You can apply an individual payment or apply a batch payment.

To apply a back office payment to a customer account, follow these steps:

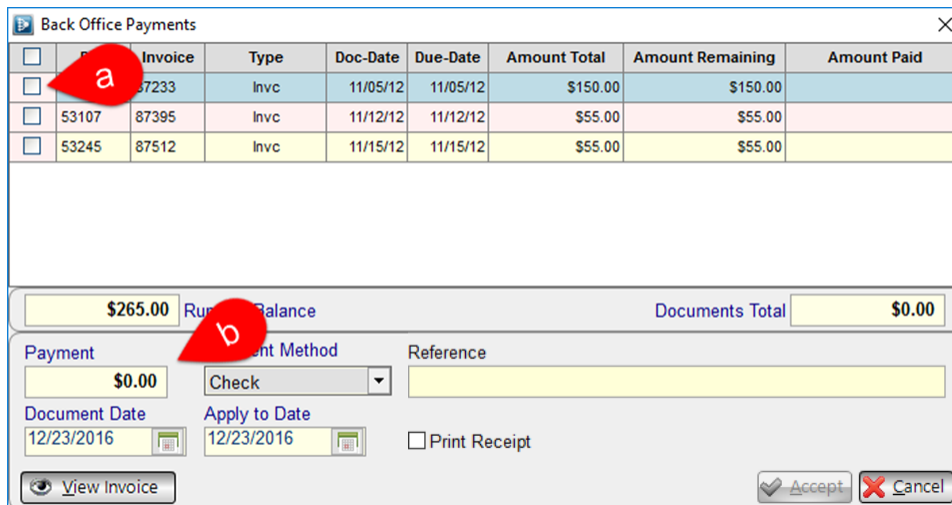
1. After looking up the customer account, click **Make Payment**.



The screenshot shows the Accounting software interface. At the top, there are tabs for 'Accounts' and 'Statements'. Below that, there is a 'Customer Lookup' section with a search box containing 'COLLISION PRO' and a 'Find' button. An 'Invoice Lookup' section has an empty search box and a 'Details' button. Below these are three buttons: 'Make Payment' (highlighted with a red arrow), 'Issue Credit', and 'Clear'. The 'Open Docs Only' checkbox is unchecked. Customer information is displayed: Account No: OH3936, Customer Name: COLLISION PRO, Phone No: 555-555-5565. Financial summary shows Current Balance: \$0.00, Total Balance: \$650.00, and three balance categories: Balance > 30: \$0.00, Balance > 60: \$0.00, and Balance > 90: \$650.00. A table below shows a list of invoices with columns for Document, Invoice, DocumentType, DocumentDate, ApplyToDocument, ApplyToInvoice, DueDate, Total, Remaining, RunningTotal, Yard, ApplyToYard, and Reference.

Document	Invoice	DocumentType	DocumentDate	ApplyToDocument	ApplyToInvoice	DueDate	Total	Remaining	RunningTotal	Yard	ApplyToYard	Reference
36824	137357	Invoice	01/10/20			02/15/20	650.00	650.00	650.00	999	999	
24449	130921	Payment	11/29/18	24448	130921	12/15/18	-75.00	0.00	0.00	999	999	
24448	130921	Invoice	11/29/18			12/15/18	75.00	0.00	75.00	999	999	
13783	125310	Payment	11/17/17	13783		12/15/17	-60.00	0.00	0.00	999	999	CK# 60

2. The **Back Office Payments** window opens, displaying all invoices associated with this account that have a remaining balance. There are two ways to make a payment:
 - a. To apply the payment to a specific invoice (or multiple invoices), click the checkbox(es) of the invoice(s) you would like to apply the payment to. (You can click the top-most box to select all invoices.)
 - b. To make a payment without associating it with an invoice (i.e., an unapplied payment), simply enter a **Payment** amount.



The screenshot shows the 'Back Office Payments' window. It features a table with columns for Invoice, Type, Doc-Date, Due-Date, Amount Total, Amount Remaining, and Amount Paid. Three invoices are listed, each with a checkbox in the first column. A red circle with the letter 'a' points to the top checkbox. Below the table, there are two input fields: 'Run Balance' with a value of \$265.00 and 'Documents Total' with a value of \$0.00. A red circle with the letter 'b' points to the 'Payment' input field, which has a value of \$0.00. Below this is a 'Payment Method' dropdown menu set to 'Check' and a 'Reference' input field. There are also fields for 'Document Date' (12/23/2016) and 'Apply to Date' (12/23/2016), a 'Print Receipt' checkbox, and a 'View Invoice' button. At the bottom right, there are 'Accept' and 'Cancel' buttons.

3. Select a **Payment Method**.
4. Enter a **Reference** note if you would like to note anything about this payment (such as a check number)
5. Review the **Document Date** (the date the payment was received) and the **Apply to Date** (the date the payment was processed). To edit these dates, click the calendar icon.
6. If desired, check the **Print Receipt** checkbox to print a receipt for the payment.
7. If desired, click **View Invoice** to open a preview showing how the printed invoice will appear.
8. Click **Accept** to apply the payment.

Back Office Payments
✕

<input type="checkbox"/>	Doc	Invoice	Type	Doc-Date	Due-Date	Amount Total	Amount Remaining	Amount Paid
<input type="checkbox"/>	52928	87233	Inv	11/05/12	11/05/12	\$150.00	\$150.00	
<input type="checkbox"/>	53107	87395	Inv	11/12/12	11/12/12	\$55.00	\$55.00	
<input type="checkbox"/>	53245	87512	Inv	11/15/12	11/15/12	\$55.00	\$55.00	

\$265.00 Running Balance

Documents Total \$0.00

Payment	Payment Method	Reference
<input style="width: 90%;" type="text" value="\$0.00"/>	<input style="width: 90%;" type="text" value="Check"/>	<input style="width: 90%;" type="text" value="Check #1234"/>
Document Date	Apply to Date	<input type="checkbox"/> Print Receipt
<input style="width: 90%;" type="text" value="12/23/2016"/> <small>📅</small>	<input style="width: 90%;" type="text" value="12/23/2016"/> <small>📅</small>	

👁 View Invoice

✔ Accept

✖ Cancel

Issue Credit

The **Issue Credit** button is used to issue a credit to a customer who is not returning or exchanging a part.

For example, if the customer isn't paying and you want to write off debt, then you could use the **Issue Credit** feature to issue credit to the customer.

To issue credit to an account, follow these steps:

1. After looking up a customer account, click **Issue Credit**.

The screenshot shows the Accounting software interface. At the top, there are tabs for 'Accounts' and 'Statements'. Below that, there are search fields for 'Customer Lookup' (containing 'COLLISION PRO') and 'Invoice Lookup'. A row of buttons includes 'Open Docs Only' (checkbox), 'Make Payment', 'Issue Credit' (highlighted with a red arrow), and 'Clear'. Below the buttons, account information is displayed: Account No: OH3936, Customer Name: COLLISION PRO, Phone No: 555-555-5565. Balance information is shown: Current Balance: \$0.00, Total Balance: \$650.00, Balance 30: \$0.00, Balance 60: \$0.00, Balance 90: \$650.00. At the bottom, there is a table with columns: Document, Invoice, DocumentType, DocumentDate, ApplyToDocument, ApplyToInvoice, DueDate, Total, Remaining, RunningTotal, Yard, ApplyToYard, Reference.

Document	Invoice	DocumentType	DocumentDate	ApplyToDocument	ApplyToInvoice	DueDate	Total	Remaining	RunningTotal	Yard	ApplyToYard	Reference
36624	137357	Invoice	01/10/20			02/15/20	650.00	650.00	650.00	999	999	
24449	130921	Payment	11/29/18	24448	130921	12/15/18	-75.00	0.00	0.00	999	999	
24448	130921	Invoice	11/29/18			12/15/18	75.00	0.00	75.00	999	999	
13783	125310	Payment	11/17/17	13783		12/15/17	-60.00	0.00	0.00	999	999	CK# 60

2. The **Issue Credit** window opens, displaying any invoices associated with the account that you can apply a credit to. There are two ways to issue credit:

- a. To apply the credit to a specific invoice (or multiple invoices), click the checkbox(es) of the invoice(s) you would like to apply the credit to. Then enter a Credit Amount.
- b. To issue a credit without associating it with an invoice, simply enter a **Credit Amount**.

The **Credit Total** field populates automatically when you enter a Credit Amount.

The screenshot shows the 'Issue Credit' window. It contains a table with columns: Doc, Invoice, Type, Doc-Date, Due-Date, Amount Total, Amount Remaining. There are three rows of invoices. A red circle with the letter 'a' points to the checkbox in the first row. Below the table, there is a form with fields for 'Apply to Invoice', 'Document Date', 'Reference', and 'Department'. On the right side of the form, there are fields for 'Credit Amount', 'Tax Amount', 'Discount Amount', 'Shipping Amount', and 'Credit Total'. A red circle with the letter 'b' points to the 'Credit Total' field. At the bottom, there are buttons for 'View Invoice', 'Accept', and 'Cancel'.

Doc	Invoice	Type	Doc-Date	Due-Date	Amount Total	Amount Remaining	
<input type="checkbox"/>	52928	87233	Invc	11/05/12	11/05/12	\$150.00	\$150.00
<input type="checkbox"/>	87395	Invc	11/12/12	11/12/12	\$55.00	\$55.00	
<input type="checkbox"/>	53245	87512	Invc	11/15/12	11/15/12	\$55.00	\$55.00

Apply to Invoice:
Document Date: 10/10/2016
Reference:
Department:

Credit Amount: \$0.00
Tax Amount: \$0.00
Discount Amount: \$0.00
Shipping Amount: \$0.00
Credit Total: \$0.00

View Invoice Accept Cancel

3. Add a **Tax Amount**, **Discount**, and **Shipping Amount**, if desired. All of these fields automatically increase the **Credit Total**.
4. Enter a **Reference** note if you would like to note anything about this credit (such as the reason it is being given).
5. Review the **Document Date** (the date the credit was given) and the **Apply to Date** (the date the credit was processed). To edit these dates, click the calendar icon.
6. If desired, click **View Invoice** to open a preview showing how the printed invoice will appear.
7. Click **Accept** to issue the credit.

The screenshot shows the 'Issue Credit' window with a table of credit items and a form for editing a selected item. Red callout bubbles are placed over the following elements:

- 3**: Points to the 'Credit Amount' field, which is set to \$15.00.
- 4**: Points to the 'Reference' text input field.
- 5**: Points to the 'Apply to Document' field, which contains the value 52928.
- 6**: Points to the 'View Invoice' button.
- 7**: Points to the 'Accept' button.

	Doc	Invoice	Type	Doc-Date	Due-Date	Amount Total	Amount Remaining
<input checked="" type="checkbox"/>	52928	87233	Invc	11/05/12	11/05/12	\$150.00	\$150.00
<input type="checkbox"/>	53107	87395	Invc	11/12/12	11/12/12	\$55.00	\$55.00
<input type="checkbox"/>	53245	87512	Invc	11/15/12	11/15/12	\$55.00	\$55.00

Apply to Document 52928	Credit Amount \$15.00
Document Date 12/23/2016	Tax Amount \$1.00
Apply to Date 12/23/2016	Discount Amount \$0.00
Reference	Shipping Amount \$0.00
	Credit Total \$16.00

Buttons: View Invoice, Accept, Cancel

8. Click **Accept** to issue the credit.

Opening an Invoice in Checkmate Sales Pro

For more information about a specific invoice, click any invoice number in the **Invoice** column to open the invoice in Sales Pro.

Document	Invoice	DocumentType	DocumentDate
45466	141966	Invoice	10/12/20
45074	141743	Invoice	09/28/20
44035	6046	Payment	08/21/20
43143	6046	Payment	07/20/20
43040	140668	Invoice	07/14/20
42058	140158	Invoice	06/10/20
41253	6826	Payment	05/15/20
40508	139343	Invoice	04/23/20
39668	8023	Payment	03/27/20
39335	138740	Payment	03/19/20
39334	138740	Invoice	03/19/20
38094	8874	Payment	02/14/20
37635	137868	Invoice	02/04/20

After clicking the invoice number in the **Invoice** column, the **Work Order/Invoice** tab opens in Sales Pro.

The screenshot displays the 'Work Order / Invoice' tab in Sales Pro. At the top, there are tabs for 'Find', 'Interchange', 'Parts', 'Quotes', 'Work Order / Invoice', 'POs (1)', and 'Credits / Returns'. The 'Work Order / Invoice' tab is active, showing customer information for 'COLLISION PRO' and a 'Work Order' for invoice 141743, dated 09/28/2020, with a status of 'POSTED'. Below this, there are fields for 'Order Date', 'Ship Date', 'Due Date', 'Ordering', 'Customer PO', 'Dismantler', 'Core', 'R/O #', 'Truck', 'Sales Person', 'Discount %', and 'Tax %'. A table lists the order items with columns for 'Part', 'Year', 'Model', 'Description', 'Total Price', 'Sale Price', 'Discounted', 'Tax', 'Total Retail', 'Total Wholesale', 'Warranty Description', 'Stock', 'Location', and 'Interchange'. The parts list includes items like 'FEN-R', 'ACL', 'HOD', 'RSP', and 'WWB' for various BMW models. At the bottom, there are sections for 'Parts' (Total \$633.00), 'Warranty' (\$0.00), 'Cores' (\$0.00), 'Freight' (\$0.00), and 'Tax' (\$0.00). A 'Payments' section shows a payment of \$0.00. A 'Selected Part' section shows 'COLLISION PRO' with a 'WO' of 1, 'Date' of Charge, 'Customer' of COLLISION PRO, 'SLS' of \$0.00, 'Price' of \$0.00, and 'Grade' of \$0.00. A 'Private Part Note' section contains 'Purchase Order 11453 Purchase Order 11453-3'. At the bottom, there are buttons for 'Print Invoice', 'Credit/Return', 'Print Label', 'Work Order History', and 'Close'.

Invoice Actions

With the customer's account history displayed on the screen, there are several options you can perform with the invoices.

Click to highlight an invoice, and then right-click to take one of the following actions:

Copy Options

- **Copy All** copies all of the data for all listed invoices to your clipboard (invoice number, due date, document type, etc.). You can then paste this information into a text editor (e.g., Notepad or Microsoft Word) and save the file for future reference.
- **Copy Row** copies all of the data listed in the selected row to your clipboard. You can then paste this information into a text editor (e.g., Notepad or Microsoft Word) and save the file for future reference.
- **Copy Cell** copies the data in the selected cell to your clipboard. You can then paste this information into a text editor (e.g., Notepad or Microsoft Word) and save the file for future reference.

Invoice	DocumentType	DocumentDate
111015	Invoice	03/15/16
111015	Payment	
111024	Invoice	
111024	Payment	
111031	Distribution	
111031	Distribution	
111033	Invoice	03/18/16

Search

This option allows you to search for a keyword to find the appropriate invoice in your search results.

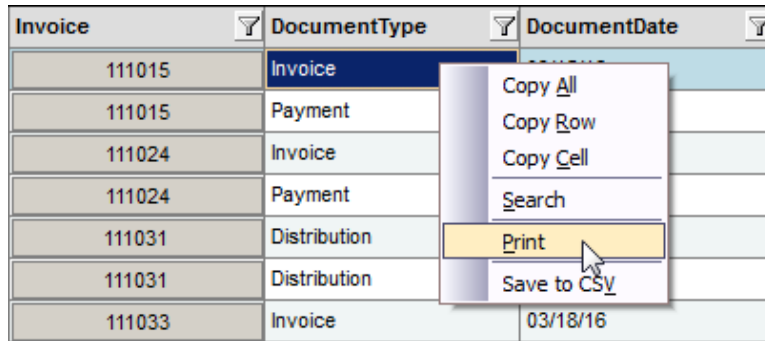
For example, to search for a specific part type in this list, you can use the **Search** action to search for a specific keyword. Invoices that match this new criteria will be highlighted. Press **Ok** until you find the result you are looking for.

Document	Invoice	DocumentType	DocumentDate	ApplyToDocument	DueDate	Total	Remaining	RunningTotal	Yard	ApplyToYard
88965	111015	Invoice	03/15/16				\$0.00	\$445.62	999	999
88966	111015	Payment	03/15/16				\$0.00	\$0.00	999	999
88967	111024	Invoice	03/17/16				\$0.00	\$135.00	999	999
88968	111024	Payment	03/17/16				\$0.00	\$0.00	999	999
88969	111031	Distribution	03/18/16				\$0.00	\$0.00	999	999
88970	111031	Distribution	03/18/16				\$0.00	\$0.00	999	999
88973	111033	Invoice	03/18/16				\$0.00	\$85.00	999	999
88974	111033	Payment	03/18/16				\$0.00	\$0.00	999	999
88975	111034	Distribution	03/18/16				\$0.00	\$0.00	999	999
88976	111030	Invoice	03/18/16				\$0.00	\$135.00	999	999
88977	111030	Payment	03/18/16				\$0.00	\$0.00	999	999
88980	111039	Invoice	03/21/16				\$0.00	\$935.63	999	999
88981	111039	Payment	03/21/16	88980	03/21/16	(\$935.63)	\$0.00	\$0.00	999	999

Print

This option prints all of the data for all listed invoices (invoice number, due date, document type, etc.).

Invoice	DocumentType	DocumentDate
111015	Invoice	
111015	Payment	
111024	Invoice	
111024	Payment	
111031	Distribution	
111031	Distribution	
111033	Invoice	03/18/16

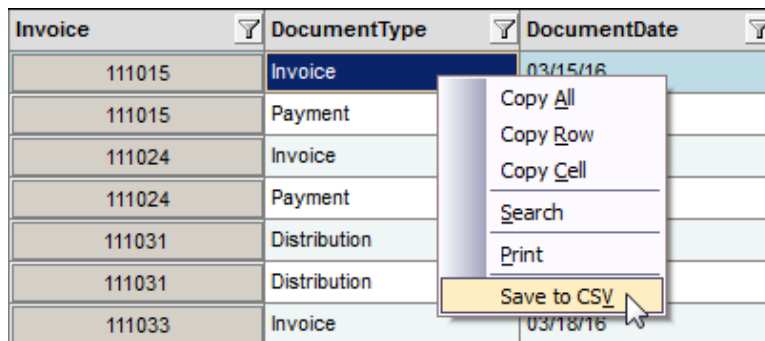


A screenshot of a table with three columns: Invoice, DocumentType, and DocumentDate. The table contains seven rows of data. A context menu is open over the table, listing options: Copy All, Copy Row, Copy Cell, Search, Print, and Save to CSV. The 'Print' option is highlighted with a mouse cursor.

Save to CSV

This option saves all of the transactions listed as a CSV file (.csv). This file format resembles a text file, and it contains all of the transaction information for all of the invoices listed, separated by commas. CSV files can be used in conjunction with any spreadsheet program.

Invoice	DocumentType	DocumentDate
111015	Invoice	03/15/16
111015	Payment	
111024	Invoice	
111024	Payment	
111031	Distribution	
111031	Distribution	
111033	Invoice	03/18/16



A screenshot of a table with three columns: Invoice, DocumentType, and DocumentDate. The table contains seven rows of data. A context menu is open over the table, listing options: Copy All, Copy Row, Copy Cell, Search, Print, and Save to CSV. The 'Save to CSV' option is highlighted with a mouse cursor.

Statements Tab

Use the **Statements** tab to send statements (both print and email) to your account customers.

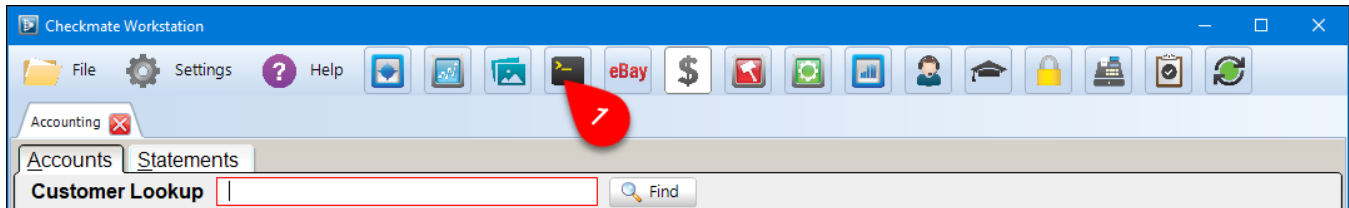
Each month, sending statements is a two-step process:

1. Build statement file in Checkmate Retro.
2. Send statements in the Accounting tool.

Step 1: Build Statement File in Checkmate Retro

To build the statement file, follow these steps:

1. In Checkmate Workstation, open Checkmate Retro.



2. Go to the **Print Statements** function (Checkmate Full: **3,13**. Checkmate Classic: **A3,10**).
3. Enter the statement date. Your statements will include all charges up *until* the statement date. This defaults to the first day of the current month. (If you are at the *end* of the month and want to include charges from the current month in your statements, change this date to the current date, or the first day of the next month.) Press **Enter** to accept the default date or type a different date.
4. Enter dates for the aging groups, which set your 30, 60, and 90-day past due amounts. The first aging group defaults to 30 days before the statement date and so on, for each aging group. Either change the dates to your desired dates, or press **Enter** to accept each preset date.
5. A confirmation for your aging buckets displays and you are prompted for the type of statements you want to create. Enter **C** to create Crystal Report statements.
6. Enter the date to start printing detail. Each transaction that happened *after* the date you enter will print on the statement, including payments, credits, and returns. This defaults to 30 days before the statement date. Press **Enter** to accept the default, or type a different date.

```
* Print Statements *  
  
Statements Were Last Printed on Jan 2, 2020  
Enter Statement Date <9/1/21> : (Sep 1, 2021)  
Please enter the oldest date included in the following aging groups :  
Current aging group <8/1/21> : (Aug 1, 2021)  
(31-60) aging group <7/1/21> : (Jul 1, 2021)  
(61-90) aging group <6/1/21> : (Jun 1, 2021)  
  
Enter date to start printing detail for <8/1/21> : (Aug 1, 2021)
```


7. Enter a customer category.
 - To include statements for all customers regardless of category (or if you aren't set up with categories), press **Enter**.
 - To limit the statements that are included in the statement file by category, type the category and press **Enter**.

8. Enter an area.

- To include statements for all customers regardless of area (or if you aren't set up with areas), press **Enter**.
- To limit the statements that are included in the statement file by area, type the area and press **Enter**.

9. Enter the option for the accounts you want to include:

- **A** – Include only active accounts (those with accounting activity in their file)
- **I** – Include only inactive accounts
- **Enter** – Include all accounts

 **Note:** If you enter **A** or **I**, you will be asked for a timeframe. If you have accounts with balances due that don't fall within the timeframe you enter, statements will not be included for those accounts.

10. Enter the option for the accounts you want to skip:

- **Z** – Skip accounts that have a zero balance
- **N** – Skip accounts that have a negative balance
- **B** – Skip accounts that have either a zero or negative balance
- **Enter** – Include all accounts

11. If your customers are set up with statement groups, enter a statement group code, or press **Enter** for all customers.

The statement file builds. When it's finished, you will be returned to the Accounting menu. To send out your statements, go to the next section: **Step 2: Send Statements in the Accounting Tool.**

*** Print Statements ***

```
Statements Were Last Printed on Jan 2, 2020
Enter Statement Date <9/1/21> : (Sep 1, 2021)
Please enter the oldest date included in the following aging groups :
Current aging group <8/1/21> : (Aug 1, 2021)
(31-60) aging group <7/1/21> : (Jul 1, 2021)
(61-90) aging group <6/1/21> : (Jun 1, 2021)

Enter date to start printing detail for <8/1/21> : (Aug 1, 2021)

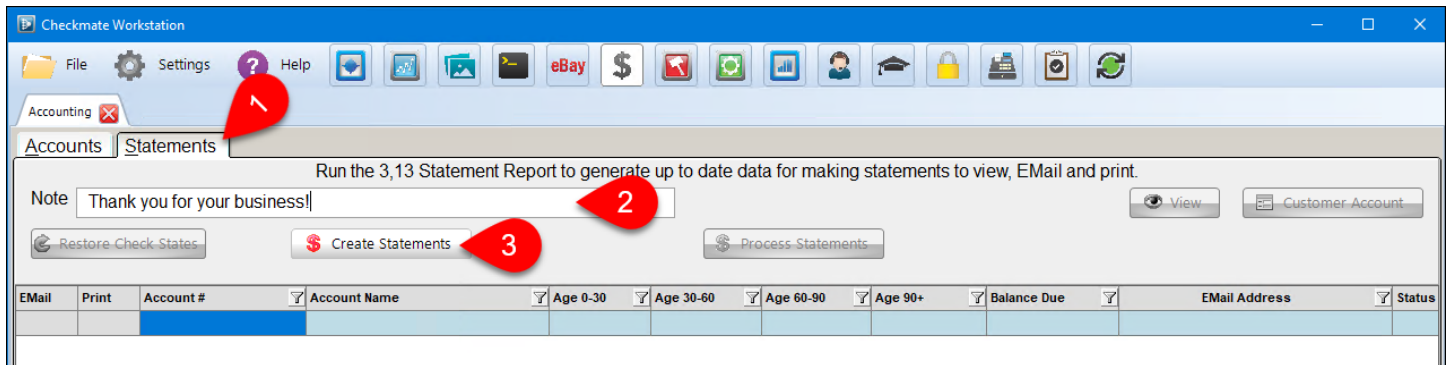
Enter Customer Category (Return for all) : ALL
Enter Area (Return for all) : ALL
Enter (A) For Active, (I) For Inactive, Or Return for All Accounts :
Skip accounts with
(Z)ero balance, (N)egative balance, (B)oth, (return to use all accounts) : B
Enter statement group code or return for all codes or (Q)uit :
```

Building OH6707 _

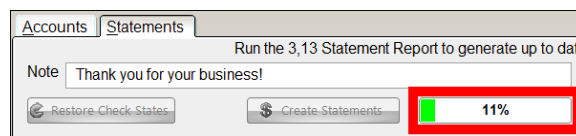
Step 2: Send Statements in the Accounting Tool

After you've built your statement file in Checkmate Retro according to **Step 1: Build Statement File in Checkmate Retro**, follow these steps to send out your statements:

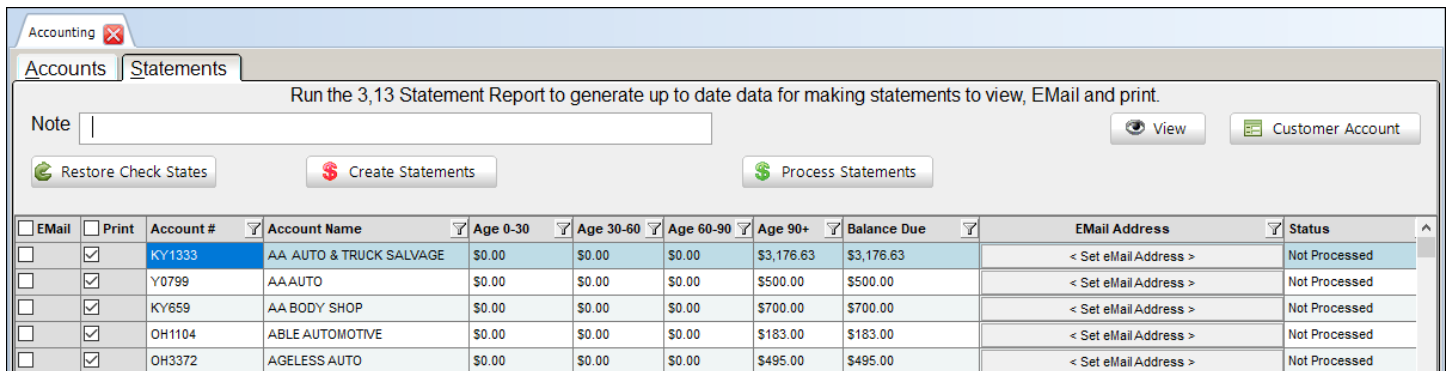
1. Go to the **Statements** tab in the **Accounting** tool.
2. (Optional) Type in a **Note** to be included on all of your statements.
3. Click **Create Statements**. This pulls information from the statement file to create the statements (it doesn't send the statements).



While the statements are being created, a progress bar displays.



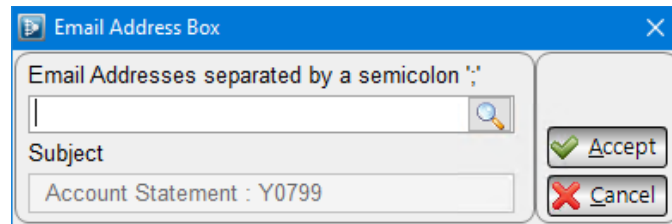
When the statements have finished generating, a line displays for each statement that was created, showing account and balance information.




Tip: Use the filters at the top of the statement list to manage the statements that display.

4. For each account you want to print a statement for, make sure the **Print** box is checked.


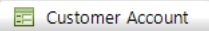

5. For each account you want to email a statement for, complete these steps:
 - a. In the **Email** column, make sure the box is checked. (For information about how to set this as a default, refer to the **Set Customer to Default to Email Statements** section of this guide.)
 - b. In the **Email Address** column, make sure there is an email address displayed. This is the address the statement will be sent to.
 - If the customer record has an email address, that address displays.
 - If no email address is shown, click the **<Set email Address>** button.
 - Type in the customer's email address(es). If adding multiple email addresses, separate each address with a semicolon (;).
 - Click **Accept**.



Note: The email address(es) you add here will be used for this statement only; nothing will be saved on the customer account.


Tip: You can search for and view customer records from this window by typing customer information in the box and clicking the magnifying glass .

6. (Optional) You can also use these buttons:

-  **View** – View the selected statement as a PDF.
-  **Customer Account** – View/edit the customer account for the selected statement on the **Customer Details** window.
-  **Restore Check States** – Restore the **Email** and **Print** checkboxes to the defaults for all statements.

7. When you're ready to send the statements, click the **Process Statements** button.

- Statements with the **Email** box checked will be emailed to the address(es) listed in the **Email Address** field.
- Statements with the **Print** box checked will be sent to the printer that's designated as the **Reports** printer on the **Settings>Workstation>Printers** tab.

 **Note:** Only the currently displayed statements are processed. Any statements that are hidden by a filter at the time you click **Process Statements** will not be processed. In this case, the **Status** will remain **Not Processed**.

A progress bar displays while the statements process. Leave the **Accounting** tool open while it works. If you are processing a lot of statements, this could take some time.

8. When the statements have finished processing, a pop-up will notify you. Check the **Status** column for each statement to make sure the processing was successful:
 - a. **Skipped** – Neither the **Email** or **Print** boxes were checked, so this statement was skipped.
 - b. Line displayed in red – An error occurred; the statement was not processed.
 - c. **Processed** – The statement was processed (either emailed or printed).
 - d. **Recipient Address Rejected** – The email address on the customer record has an invalid format.

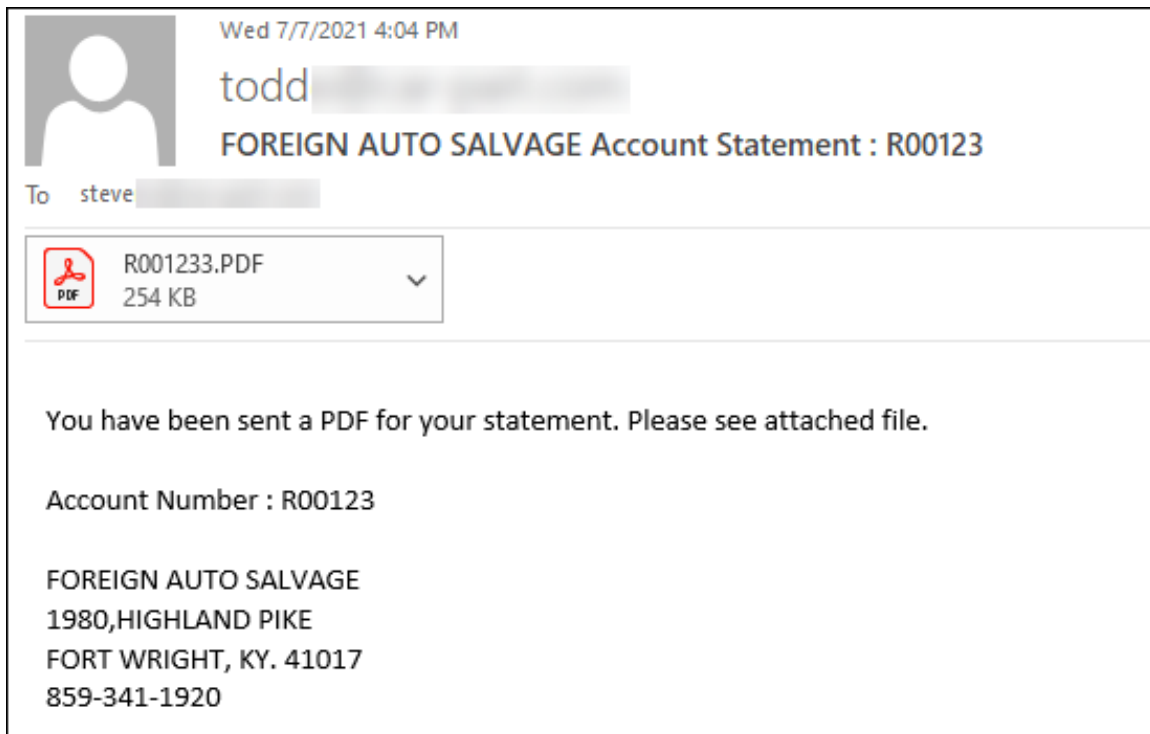
Total amounts show at the bottom of the screen.

<input type="checkbox"/>	<input type="checkbox"/>	KY3834	B & B AUTO BODY	\$0.00	\$0.00	\$0.00	\$1,254.00	\$1,254.00	RECYCLEORDIE@EMAIL.COM	Not Processed	
<input type="checkbox"/>	<input type="checkbox"/>	IL3703	B & B AUTO SALES	\$0.00	\$0.00	\$920.00	\$0.00	\$920.00	JORECYLER@EMAIL.COM	Not Processed	
		Total Statements	159	Total eMailed	129	Total Printed	10	Total Failed	0	Total Skipped	20

Statement Email

The email that your customers get looks like the sample below.

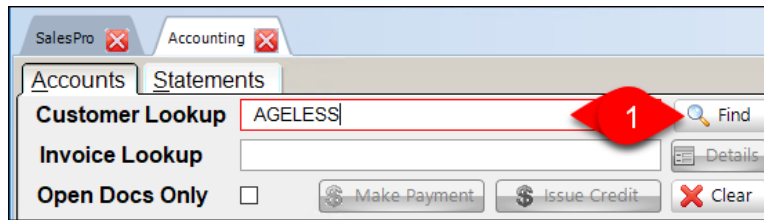
- The email subject contains the name of your business as well as your customer’s account number.
- The body of the email shows the customer’s account number and the name and address of your business.
- The statement is attached to the email as a PDF. Statements look similar to the Crystal Report statements.



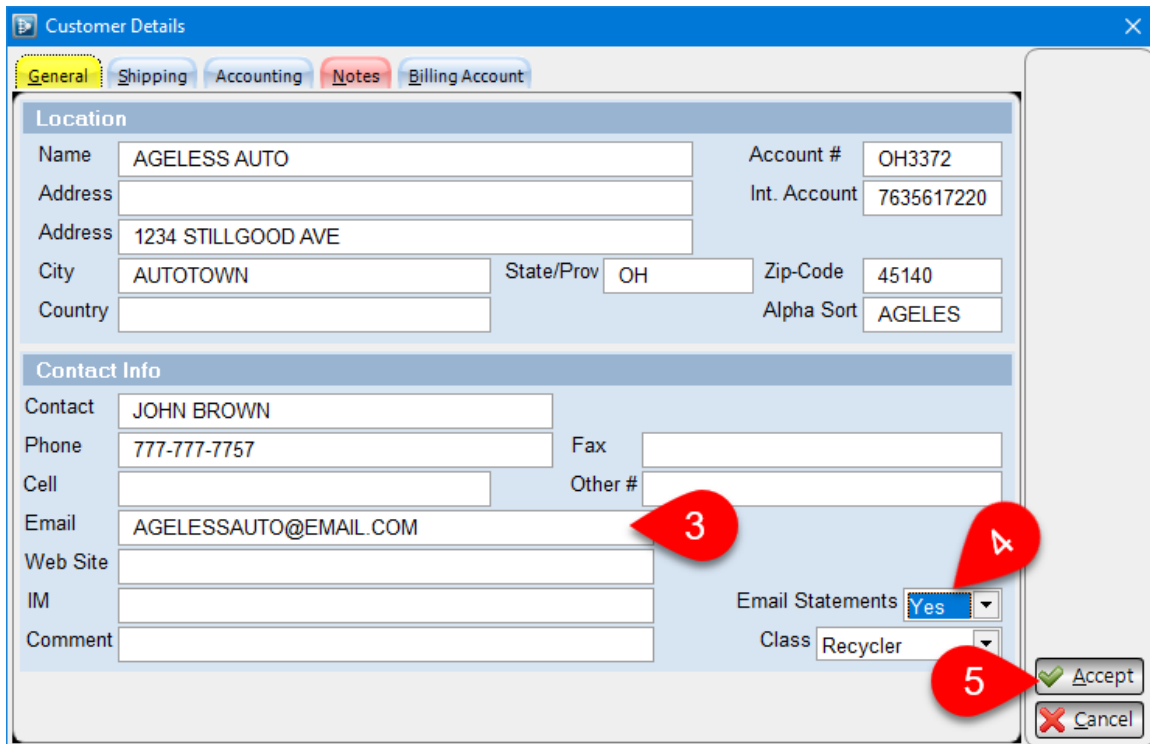
Set Customer to Default to Email Statements

You can set a customer's account to default to email statements. When this is set, the **Email** checkbox will be automatically checked for that customer when a statement is created on the **Statements** tab.

1. On the **Accounts** tab, in the **Customer Lookup** field, enter the customer's name (or part of the name) and then click **Find**.



2. The **Find Customer** window opens. Click to select the customer, and then click **Edit**.
3. The **Customer Details** window opens. On the **General** tab, type in an **Email** address.
4. The **Email Statements** field becomes available. Click the drop-down arrow and select **Yes**.






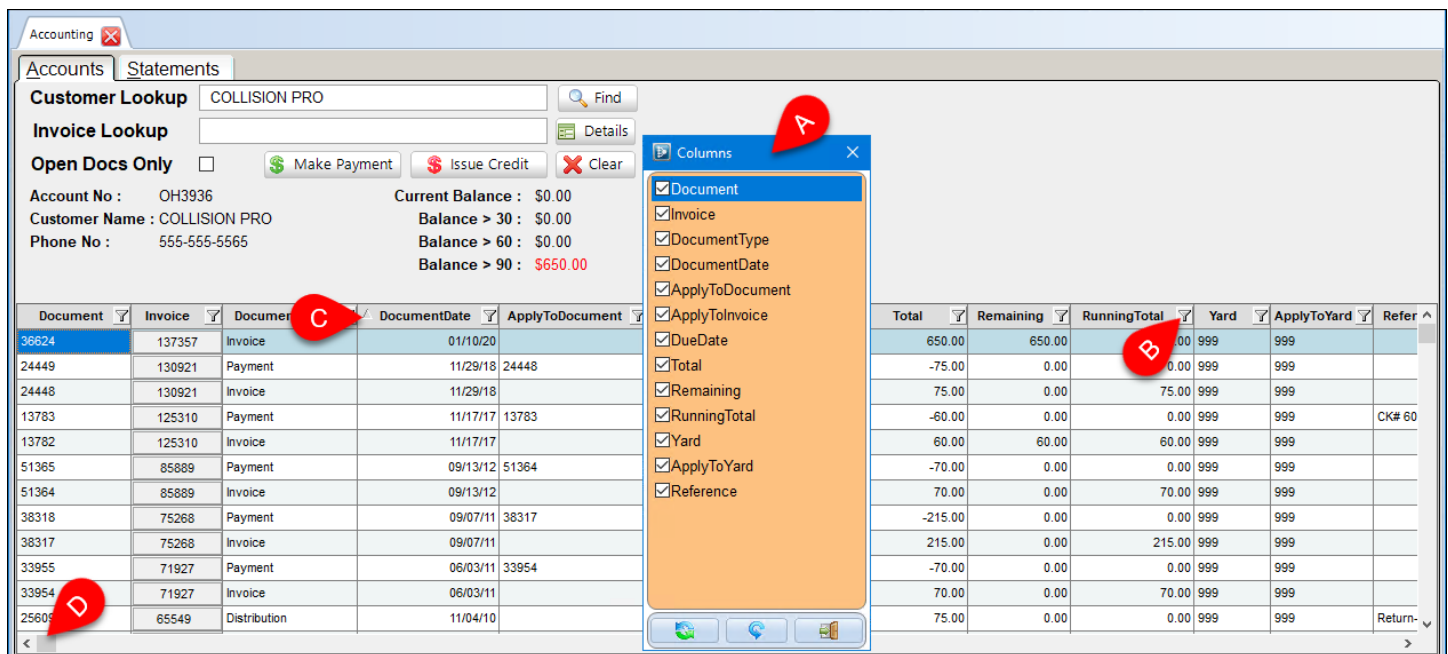
5. Click **Accept**.

The next time a statement is created for this customer on the **Statements** tab, the **Email** box for this customer will be checked, and their **Email Address** will be set.

Customize Display

In the **Accounting** tool, you can manage your display on both the **Accounts** and **Statements** tabs by:

- A. right-clicking on a column header to choose which columns to show or hide
 - **Show All**  selects all columns in the list
 - **Restore**  selects the default columns
 - **Done**  saves your configuration
- B. clicking the filter icon to view only certain items in this list
- C. clicking a column header to sort by that column, resizing columns with your mouse, or clicking and dragging column headers to rearrange columns
- D. using the horizontal scroll bar to see all the available information (some users find it convenient to use wide-screen monitors with Checkmate to reduce the need for horizontal scrolling)



The screenshot displays the Accounting tool interface. At the top, there are tabs for 'Accounts' and 'Statements'. Below these are search and action buttons for 'Customer Lookup', 'Invoice Lookup', and 'Open Docs Only'. A summary section shows account details for 'COLLISION PRO', including account number, phone number, and current balance. A 'Columns' dialog box is open, listing various columns with checkboxes. A data table is visible below, with columns for Document, Invoice, Document, DocumentDate, ApplyToDocument, Total, Remaining, RunningTotal, Yard, ApplyToYard, and Refer. Red callout boxes A, B, C, and D highlight specific features: A points to the 'Columns' dialog, B points to the 'RunningTotal' column header, C points to the 'Document' column header, and D points to the horizontal scroll bar.

Document	Invoice	Document	DocumentDate	ApplyToDocument	Total	Remaining	RunningTotal	Yard	ApplyToYard	Refer
36624	137357	Invoice	01/10/20		650.00	650.00	0.00	999	999	
24449	130921	Payment	11/29/18	24448	-75.00	0.00	0.00	999	999	
24448	130921	Invoice	11/29/18		75.00	0.00	75.00	999	999	
13783	125310	Payment	11/17/17	13783	-60.00	0.00	0.00	999	999	CK# 60
13782	125310	Invoice	11/17/17		60.00	60.00	60.00	999	999	
51365	85889	Payment	09/13/12	51364	-70.00	0.00	0.00	999	999	
51364	85889	Invoice	09/13/12		70.00	0.00	70.00	999	999	
38318	75268	Payment	09/07/11	38317	-215.00	0.00	0.00	999	999	
38317	75268	Invoice	09/07/11		215.00	0.00	215.00	999	999	
33955	71927	Payment	06/03/11	33954	-70.00	0.00	0.00	999	999	
33954	71927	Invoice	06/03/11		70.00	0.00	70.00	999	999	
25605	65549	Distribution	11/04/10		75.00	0.00	0.00	999	999	Return

Getting Help

For more information about this product, including access to online training videos and documentation, visit Products.Car-Part.com for our recycler resources.

Car-Part.com takes customer service seriously. We have a variety of support options available to help you if you have questions about our products or if you need help for any reason. Your questions are very important to us and we want your experience to be a positive one. Please contact us with any questions or concerns using any of the following methods.

Phone Support

If you have a question not covered in this guide, Car-Part.com offers phone support. Please call 859-344-1925 with your questions.

Online Support using Car-Part Messaging (iCPM)

Support technicians are available online using Car-Part Messaging (iCPM) support rooms. These technicians are available LIVE to help answer any questions you may have.

The support rooms are staffed Monday–Friday, 8:00AM–6:00 PM Eastern Time.

To enter an iCPM support room:

1. Double-click the **iCPM** icon on your desktop.



2. **Car-Part Messaging** opens.
3. Double-click the name of the **Support Room** from your bookmark list.
4. Type **HELP** and a brief explanation of your issue. A Car-Part.com support technician will answer and help with your issue.

Training

If you have ongoing training needs, Car-Part.com has a team of product training specialists to help you learn how to use our products quickly. If you are interested in product training, please call our training department at 859-344-1925 and a trainer in your area will call to schedule training.

Comments

We welcome your comments and suggestions concerning the content and organization of this guide as well as the accuracy and the usability of the instructions it contains. Email us at documentation@car-part.com. We're listening!

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